

Anjuman Islam Janjira's
Anjuman Islam Degree College of Science Murud, Janjira
Murud-Janjira Raigad-402401
NAAC Re-Accredited (Cycle-2) with B+ (CGPA 2.69)

Internal Quality Assurance Cell (IQAC)- 2025-2026

Minutes of Meeting

Date 18/06/2025

Committee meeting is held in Chairpersonship of principal Dr. Sajid F. Shaikh, and which was held at 02.00 pm on 18/06/2025 as per scheduled notice.

Following agenda were discussed the following points and accepted.

Sr.No.	Agenda	Matter Raise / Suggestion By	Minutes of Meeting
01.	Welcome for all members	Dr. Amanulla Khan	Dr. Amanulla Khan welcomed all members and appreciated their contributions towards institutional growth.
02.	Reading of minutes of meeting of last meeting	Dr. Amanulla Khan	Minutes of the previous meeting were read and unanimously approved by the members.
03	Workload distribution, Academic planning of IQAC and Activity report format as per new NAAC Norms.	Dr. Sajid F. Shaikh	Dr. Sajid F. Shaikh instructed to distribute workload equitably and introduced new Activity Reports as per NAAC's prescribed format.
04.	Academic Plan, Timetable and Lesson Plan preparation etc	Dr. Sajid F. Shaikh	Dr. Sajid F. Shaikh emphasized finalizing academic plans and timetables. Lesson Plans must align with syllabus and NEP guidelines. Deadline: 30th June 2025.
05.	Mentor Mentee Scheme for current year.	Assi. Prof. Shoyeab M. Khan	Mentor-Mentee lists to be prepared and circulated. Faculty to ensure regular interaction with mentees and maintain records.
06.	Preparations and sensitization for NEP 2020 based syllabus for Second year subjects for this academic year.	Dr. Swati S Kharade	Faculty to undergo orientation for NEP 2020 implementation. Second-year syllabus modifications to be reviewed and incorporated timely.
07	Internal committee's annual activity plan.	Asst. Prof. Bismah N. Killedar	All internal committees must draft their annual activity plans and submit them to IQAC for approval, ensuring alignment with institutional and NAAC objectives.

 18/6/25	 23/6/25
IQAC-Coordinator	Principal



PRINCIPAL
Anjuman Islam Janjira
Degree College of Science
Janjira Murud, Dist. Raigad

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Internal Quality Assurance Cell (IQAC) - 2025-26

Action Taken Report (ATR)

Meeting No: 30th

Meeting Date: 18/06/2025

ATR date: 23/06/2025

Sr. No.	Agenda	Matter Raise / Suggestion By	Minutes of Meeting	Action Taken
01.	Welcome for all members	Dr. Amanulla Khan	Dr. Amanulla Khan welcomed all members and welcome too in new academic year	Noted and implemented; members acknowledged.
02.	Reading of minuetts of meeting of last meeting	Dr. Amanulla Khan	Minutes of the previous meeting were read and unanimously approved by the members.	Record updated; previous minutes accepted.
03.	Workload distribution, Academic planning of IQAC and Activity report format as per new NAAC Norms.	Dr. Sajid F. Shaikh	Dr. Sajid F. Shaikh instructed to distribute workload equitably and introduced new Activity Reports as per NAAC's prescribed format.	Workload distributed; IQAC circulated updated NAAC Activity Report format to departments by email on 19 June 2025.
04.	Academic Plan, Timetable and Lesson Plan preparation etc	Dr. Sajid F. Shaikh	Dr. Sajid F. Shaikh emphasized finalizing academic plans and timetables. Lesson Plans must align with syllabus and NEP guidelines. Deadline: 30th June 2025.	Departments informed; academic plans and timetables submission in progress; deadline communicated by IQAC notice dated 21 June 2025
05.	Mentor Mentee Scheme for current year.	Assi. Prof. Shoyeab M. Khan	Mentor-Mentee lists to be prepared and circulated.	Mentor-Mentee lists under preparation; faculty instructed to maintain mentoring records.
06.	Preparations and sensitization for NEP 2020 based syllabus for Second year subjects for this academic year.	Dr. Swati S Kharade	Faculty to undergo orientation for NEP 2020 implementation. Second-year syllabus modifications to be reviewed and incorporated timely.	Faculty engaged in reviewing and updating syllabus content.
07.	Internal committee's annual activity plan.	Asst. Prof. Bismah N. Killedar	All internal committees must draft their annual activity plans and submit them to IQAC.	Committees informed; activity plan preparation initiated; submission to IQAC by set deadline.

 23/06/25	 23/6/25
IQAC-Coordinator	Principal



I/C PRINCIPAL
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